

BHA Charlestown Adult Education Job Opportunities

Interested applicants should send resumes and cover letters to cccae@comcast.net indicating which of the following job/jobs you are interested in.

Please come to 76 Monument Street Charlestown MA on Thursday, August, 4th between the hours of 10:00AM and 2:00PM. (be prepared to wait for an interview)

- HiSET Reading SS Science Writing Instructor (12Hr) Mon-Wed-Fri
- Pre HiSET Reading and Writing Instructor (STAR trained preferred) Mon-Wed-Fri
- ESOL 1 Instructor Tues~Thurs 9:30-12:30
- ESOL Literacy (Reading and Writing instruction) Tues~Thurs 1:00-4:00

Administrative Assistant Preparation Instructor Mon-Wed-Fri 9:30-2:30 10 weeks (September-December)

This instructor for this class will provide the skills needed for entry level positions as an administrative assistant in employment sectors with career ladders and potential for upper mobility and growth. Skills learned in this class are transferable in many professions and are a stepping stone to organizations with a human resource department. Part of the curriculum includes teaching of the following skills: time management, assertive communication, administrative and office support, fielding telephone calls, receiving and directing visitors, computer skills: Word Processing, emailing, Excel, Google Docs, Outlook

Academic and Career Discourse Instructor Mon-Wed-Fri 9:30-2:30 10 weeks (January- June)

The goals and objectives of this class are to prepare students to use professional and academic discourse by teaching the following skills:

Use of academic vocabulary (tier 2 words), Use of correct grammar, punctuation, and terminology to compose and edit, Research of topics for the preparation of oral and written communications, Adaptation of language for audience, purpose, situation, and intent, Organization of oral and written information, Presentation of formal and informal presentations, Application of active listening skills, Listening to and speak with diverse individuals, Exhibiting public relations skills, Introducing presentation styles, methods and speech preparation, Proper grammar and professional vocabulary usage, Research Organization, Nonverbal Communication/ body language, Listening skills , Interpersonal Communication, Interviews/Business Communication and Mock Interview, Media Communication, Audience Analysis

****No phone calls please****